

Trainers

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MFP

(MULTI FUNCTION PRINTER)

Answers you may want to know

- There are 69 printers across the district
- Scans 55 pages per minute
- You can load/scan 75 sheets at a time
- Copy and fax options (Have been disabled)
- Your Employee ID Number will be needed
- Times out after 60 seconds of idle time

TESTING WINDOW

- ◉ Assessment calendars are located within the ARRC
<http://www.roundrockisd.org/index.aspx?page=3306>
- ◉ Example:
 - September 13th – 17th (Science Benchmark)
- ◉ Benchmark test can't be given before the window is open.
- ◉ You are required to do the following:
 - Print the Benchmark bubble sheets
 - Test the students
 - Scan the bubble sheets (No rescanning for Benchmarks)
 - Print or e-mail the reports to yourself
- ◉ Scan early – do not wait until the last day to scan
- ◉ We are working on a fix for late scans, you may receive an error message. Please talk to your campus principal if that happens.

BUBBLE SHEETS

IMPORTANT FACTS TO KNOW

- They will pre-populated with Teacher, Student and course info.
- Two blank sheets will print out automatically per class/period
- Names can be hand written on the blank bubble sheets (The machine will prompt you to put the information in once it's scanned)

BUBBLE SHEETS CONT...

IMPORTANT FACTS TO KNOW

- ◉ Do not save them (They only work for that test)
- ◉ Never make a photocopy of the bubble sheet
- ◉ Remind students not to make stray marks on the bubble sheet or in the barcode
- ◉ Only use a #2 pencil

ANSWER SHEETS

IMPORTANT FACTS TO KNOW

- ◉ Benchmarks use an electronic answer key and they have been put in by the district.
 - When the benchmark window closes...the electronic answer key is gone.

- ◉ For Ad Hoc Tests you will have to supply the answer document.
 - For scanning purposes
 - The answer sheet needs to be on top and face up.
 - ◉ If it's not on top you will receive an error message

TEACHER REPORTS

- ◉ Print & Email Options
- ◉ To save paper, teachers should email reports to themselves rather than print them at the multifunction printer
- ◉ If you forget to check the e-mail option for benchmark reports, you can find the student results on the teacher portal after the window closes

ERROR MESSAGES

IMPORTANT FACTS TO KNOW

- ◉ Paper Jams
 - Press Cancel Job
 - Never choose the restart job
- ◉ Please re-bubble the document that caused the problem and re-scan it (if needed).
- ◉ Debris (graphite, eraser crumbs, etc.) on the scanner glass can cause the software to misread the answer bubbles, as well as cause lines to appear on the answer docs. Each morning before scanning, lift the cover and clean the glass with a soft cloth (or use a can of compressed air) to remove the debris.

ERROR MESSAGES

IMPORTANT FACTS TO KNOW (CONT)

Please **alert** your campus ITS
if you receive an error message to “contact your
system administrator”

Please **alert** your principal
if you receive an late scan error message to
“contact your principal to continue grading”